

APPROVAL TO DELIVER NEW AWARDS PROCEDURES

Approved	Council/Academic Board
Approval Date(s) (from most recent)	21/11/2018, 05/11/2018, 03/09/2018
Date for Review (no more than five years from last approval)	November 2023
Responsible Officer	Academic Director
Author(s) and Role(s) from most recent	D. Speed (Dean), P. Bolt (Academic Director).
Related Documents (explicitly cross-referenced)	Approval to Deliver New Awards Policy
Higher Education Standards (2021)	5.1
National Code (2018) (if directly relevant)	

The *Approval to Deliver New Awards Policy* notes that, under its Self-Accrediting Authority (SAA), SCD has an increased level of responsibility for quality assurance, alongside its increased development of new awards and the likelihood of multiple MIs seeking to deliver any new award. This is in addition to the ongoing situation whereby a Member Institution (MI) may seek to add to the SCD awards it is already approved to deliver one or more of the awards accredited by TEQSA before the granting of SAA, awards that would be ‘new’ to the MI.

These *Procedures* are intended to cover SCD’s English-medium coursework awards, whether created under SAA or accredited previously by TEQSA. (SCD’s Korean-medium courses are covered by a separate set of procedures.)

PROCEDURES

1. The MI will apply to the Dean in writing seeking approval to deliver the new awards(s).

The letter of application will include the following information:

- (a) Award(s) for which approval to deliver is sought
- (b) Campus(es) concerned and campus capacity (any change of addition re facilities)
- (c) Intended delivery mode(s): face-to-face/online/blended
- (d) Accredited teachers concerned, and any new or planned teachers for new study areas/levels
- (e) Domestic students only/domestic and overseas students (if the latter hold overseas student visas, CRICOS approval must be sought)
- (f) Student support, especially any additional support needed
- (g) Library adequacy
- (h) A summary statement about the relation of this proposal to the overall strategic direction and capacities of the MI, including an estimate of expected costs and effects on enrolment numbers.

2. The Dean will prepare a report on the MI’s readiness to deliver the new award(s).

In preparing the report, the Dean will seek advice as follows:

- Re (c) and (d): Academic Director: current delivery practices, teacher accreditations, and overall academic capacity (e.g. re Discipline Moderations)
- Re (e) and (f): Academic Registrar: current CRICOS approval and student facilities and supports

The Dean will have or directly obtain information regarding:

- Current delivery approval re courses and campuses: (a) and (b)
- Learning resources: (g)
- MI financial resourcing capacity and strategic directions: (h)

If the MI's proposal might involve substantial changes to its financial capacity, the Dean may seek the advice of the Chief Operating Officer and together they may consult the Audit Committee.

3. The Dean will bring the report to Academic Board, together with the MI's proposal, for approval from an academic point of view.
4. The Chair of Academic Board will report its approval of the MI's academic readiness to Council.
5. Council will note the Academic Board report, consider the institutional and financial aspects of the Dean's report and any advice from the Audit Committee, and decide whether the delivery may proceed.
6. If delivery of the award(s) concerned involves partnership with an external institution, either in Australia or overseas, Council will consider the application also in relation to inter-institutional factors.
7. Upon the granting of approval by Council, a statement of variation to the list of courses in the MI's MoU with SCD will be signed by the Dean and the Principal and appended to the MoU.
8. The Dean will notify TEQSA accordingly.